

MONTGOMERY COUNTY BAR ASSOCIATION DIRECTORY LISTING MEMBERSHIPS: STANDARD V. ENHANCED LISTING

Profiles of all MCBA members will be visible to the public. MCBA members will automatically be provided a free **STANDARD** Directory Listing Membership when they pay their dues. For an additional annual fee of \$25.00, MCBA members can purchase an **ENHANCED** Directory Listing Membership.

WHAT IS A STANDARD DIRECTORY LISTING MEMBERSHIP?

MCBA membership includes a **STANDARD** Directory Listing Membership that consists of the following optional information that you can personally choose to be displayed on your public profile:

- Name
- Headshot
- Member Type (i.e., Active, Honorary, Retired, Military, Auxiliary, Government Attorney, Law Student, Legal Assistant)
- Membership Type (i.e., Standard or Enhanced)
- Personal Mailing Address (hidden from public view)
- Personal Mobile Phone (hidden from public view)
- Business E-Mail Address
- Company/Organization
- Business Mailing Address
- Business Physical Address
- Business Telephone Number
- Business Fax Number
- Alabama State Bar Number (hidden from public view)
- Alabama State Bar Admission Date

WHAT IS AN ENHANCED DIRECTORY LISTING MEMBERSHIP?

MCBA members will now also have the option of purchasing a public **ENHANCED** Directory Listing Membership for an additional annual fee of \$25.00. The **ENHANCED** Directory Listing Membership includes all the features of a **STANDARD** Directory Listing Membership, plus the following optional information that you can personally choose to be displayed on your public profile:

- Business Website
- Law School
- Law School Graduation Date
- Practice Areas
- Other Jurisdictions
- Federal Court Admissions
- MCBA Section Membership
- MCBA Committee Membership
- Language Fluency
- Education & Experience (freely editable)
- Social & Volunteer Organizations (freely editable)

WHAT DOES A STANDARD DIRECTORY LISTING MEMBERSHIP LOOK LIKE TO THE PUBLIC?

Below is a sample **STANDARD** Directory Listing Membership:



Last updated: 4/2/2020

Mr. Test A. Standard Listing

Active (Licensed Over 2 Years) - Standard

noemail@mc-bar.org

My Engagement

Professional Information

Test Law Firm 334 555-5555 (Phone)

123 Main Street 333 555-5556 (Fax)

Montgomery

Alabama

36104 United States

[Map]

Alabama State

Bar Admission

Year: 2000

WHAT DOES AN ENHANCED DIRECTORY LISTING MEMBERSHIP LOOK LIKE TO THE PUBLIC?

Below is a sample **ENHANCED** Directory Listing Membership:



Last updated: 4/2/2020

Mr. Test A. Enhanced Listing

Active (Licensed Over 2 Years) - Enhanced

noemail@mc-bar.org

My Engagement

Professional Information

Test Law Firm 334 555-5555 (Phone)
123 Main Street 334 555-5556 (Fax)
Montgomery Visit Website »
Alabama
36104 United States
[Map]

Alabama State
Bar Admission
Year: 2000

Law School: Test Law School

Law School
Graduation
Date: 5/20/2000

Practice Areas: Administrative & Regulatory Practice,
Administrative Law, Civil Litigation,
Criminal Litigation, Medical Malpractice
Law (Plaintiffs), Taxation Law

Other
Jurisdictions: Georgia

Federal Court Admissions: Supreme Court of the United States,
United States Court of Appeals for the
Eleventh Circuit, United States District
Court for the Middle District of
Alabama, United States District Court
for the Middle District of Georgia

MCBA Section
Membership: MCBA Government Lawyers' Section

MCBA
Committee Membership: Continuing Legal Education (CLE)
Committee

Language
Fluency: Spanish

HOW DO I PURCHASE AN ENHANCED DIRECTORY LISTING MEMBERSHIP?

There are three ways to purchase an **ENHANCED** Directory Listing Membership:

1. When you **join** as a new MCBA member, choose the **ENHANCED** Directory Listing Membership option under the applicable Member Type.
2. When you **renew** your MCBA membership within the renewal period, you will see the option to renew to an **ENHANCED** Directory Listing Membership.
3. You can also **purchase** an **ENHANCED** Directory Listing Membership anytime during your MCBA membership by clicking the button in the MCBA online store to purchase an **ENHANCED** Directory Listing Membership for an annual fee of \$25.00. The MCBA staff will activate your **ENHANCED** Directory Listing Membership within 5 business days after purchase. Then you will sign into your account and add your desired **ENHANCED** Directory Listing Membership information to your profile.

WHAT DO THE ENHANCED DIRECTORY LISTING MEMBERSHIP SELECTOR OPTIONS LOOK LIKE IN MY PROFILE?

Below is a sample of **some** of the **ENHANCED** Directory Listing Membership selector options:

| | |
|--|--|
| <input type="checkbox"/> Practice Areas * | <input type="checkbox"/> (Select All/None) <input type="checkbox"/> Administrative & Regulatory Practice <input type="checkbox"/> Administrative Law <input type="checkbox"/> Admiralty, Maritime, & Shipping Law |
| <input type="checkbox"/> Other Jurisdictions | <input type="checkbox"/> (Select All/None) <input type="checkbox"/> Alabama <input type="checkbox"/> Alaska <input type="checkbox"/> Arizona <i>please only select current admissions</i> |
| <input type="checkbox"/> Federal Court Admissions | <input type="checkbox"/> (Select All/None) <input type="checkbox"/> Supreme Court of the United States <input type="checkbox"/> <input type="checkbox"/> United States Court of Appeals for the <i>please only select current admissions</i> |
| <input type="checkbox"/> MCBA Section Membership | <input type="checkbox"/> (Select All/None) <input type="checkbox"/> MCBA Young Lawyers Section <input type="checkbox"/> MCBA Women's Section <input type="checkbox"/> MCBA Government Lawyers' Section <i>please only select current memberships</i> |
| <input type="checkbox"/> MCBA Committee Membership | <input type="checkbox"/> (Select All/None) <input type="checkbox"/> Budget Committee <input type="checkbox"/> Law Day Committee <input type="checkbox"/> <i>please only select current memberships</i> |
| <input type="checkbox"/> Language Fluency | <input type="checkbox"/> (Select All/None) <input type="checkbox"/> Abnaki <input type="checkbox"/> African <input type="checkbox"/> Afrikaans <i>please feel free to suggest additional languages</i> |

WHERE DO I ENTER MY ENHANCED DIRECTORY LISTING MEMBERSHIP INFORMATION ON THE WEBSITE?

- Click *Sign In* at the top of the page.
- Click on *Manage Profile* on the right side of the page under the **MY PROFILE** section.
- Click on *Edit Bio* under the **INFORMATION & SETTINGS** section.
- From there, you will see the additional *Selector Options* under **PROFESSIONAL INFORMATION** once your membership has been upgraded to an **ENHANCED** Directory Listing Membership.
- Fill in the desired *Selector Options*. You have the option of displaying or hiding the specific *Selector Options* from your public profile by toggling the "*lock*" selector icon.
- Click *Save Changes* button at the bottom of the screen.

NOTE: Changes made to the *Edit Bio* page **will not appear in the MCBA Attorney Directory Search Engine for 24–48 hours**. The MCBA database re-indexes this information once per 24-hour period.

MCBA ATTORNEY DIRECTORY SEARCH ENGINE

Visitors will land on the *MCBA Attorney Directory Search Engine* page. Below is a sample of the several criteria from which to search. Clicking on *Continue* will produce a list of attorneys who meet the selected criteria.

Membership Type

Name

Company/Employer

Alabama State Bar
Admission Year

Law School

Practice Areas

Other Jurisdictions

Federal Court
Admissions

MCBA Section
Membership

MCBA Committee
Membership

Language Fluency

IS THERE A SEPARATE SEARCH ENGINE FOR ATTORNEYS WITH STANDARD AND ENHANCED DIRECTORY LISTING MEMBERSHIPS?

If search criteria is entered into the *MCBA Attorney Directory Search Engine* that is available to members with both the **STANDARD** and **ENHANCED** Directory Listing Membership (e.g., **Membership Type**), then the search results will produce a list of attorneys from both memberships.

However, if search criteria is entered into the *MCBA Attorney Directory Search Engine* that is available only to members with an **ENHANCED** Directory Listing Membership (e.g., **Language Fluency**), then the search results will produce a list of attorneys from only the **ENHANCED** Directory Listing Membership who also matches the other selected criteria.